

EMPLOYMENT OPPORTUNITY: NIS, OUR INTERNATIONAL SCHOOL IN JAKARTA

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| LOCATION | NIS Jakarta |
| JOB TITLE | Front-of-House Officer & School Secretary |
| JOB PURPOSE | <p>This is a vitally important role within the school. As a key member of both the Principal's team and the Admissions & Marketing team, you will be the first point of contact for teachers, students, parents, visitors, prospective parents and others. You will be a key ambassador for the school, enhancing and building our reputation both locally and globally.</p> <p>No less important, you will also ensure that the Principal is operating at an optimum level by providing her with outstanding and responsive administrative, organisational, and logistical support.</p> |
| REPORTING TO | Principal |
| DIRECT REPORTS | Nil |
| KEY RELATIONSHIPS | <ul style="list-style-type: none"> ▪ Admissions team ▪ Teachers, students, parents, visitors, prospective parents. |
| PACKAGE | Competitive |

| KEY AREAS OF RESPONSIBILITY | MEASURES OF PERFORMANCE |
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| <p>School Secretary To provide an efficient and responsive administrative, organisational, and logistical service to the Principal, helping her to manage and prioritise her time. This will include, but is not limited to:</p> <ul style="list-style-type: none"> • Ensure diary commitments, papers, and travel arrangements are managed effectively including troubleshooting problems • Conduct daily diary meetings with the Principal to discuss upcoming engagements, invitations and other requests • Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Principal • Filter general information, queries, phone calls and invitations to the Principal by redirecting or taking forward such contact as appropriate • Prepare correspondence on behalf of the Principal, including the drafting of general replies • Translating between English and Indonesia Bahasa as required • Minute general meetings as required and complete research on behalf of the Principal • Ensure guests meeting with the Principal are well taken care of • Provide a service that is in line with the Principal’s work habits and preferences <p>Front-of-House Officer</p> <ul style="list-style-type: none"> • To greet all visitors with a warm, friendly and courteous manner, and make them feel welcome, and to direct them accordingly. • To assist the guards in ensuring that all visitors have signed in and are wearing a visitor lanyard. • To ensure all telephone calls and emails to reception are answered promptly and professionally • To assist the admissions team as and when appropriate with visitors • To keep the reception area well-maintained and tidy. • To keep a record of members of staff who are on-site/off-site during working hours. • To keep and circulate a record of late and absent children • To assist in emergency evacuation procedures as required • Translating between English and Indonesia Bahasa as required <p>Miscellaneous</p> <ul style="list-style-type: none"> • Manage the travel and accommodation arrangements for visiting Nord Anglia Education staff • Any other appropriate duties as allocated by the Principal, particularly in relation to the wider secretarial needs of the school | <p>Positive Performance appraisal</p> |
| <p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan | <ul style="list-style-type: none"> ▪ Positive performance appraisal |

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| <p>Other</p> <p>We are ambitious for our students, our people and our family of schools.</p> <p>We believe that:</p> <ul style="list-style-type: none"> ▪ There is no limit to what every person can achieve ▪ Creativity and challenge help us get better every day ▪ Learning should be personalised ▪ Unique global opportunities enhance the learning experience <p>Promote and adhere to the Company Vision and Values:</p> <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities, Child Protection and Safeguarding, and other relevant legislation | <ul style="list-style-type: none"> ▪ Role-model the 'Be Ambitious' philosophy each day ▪ Valued member of the team and the wider organisation |

| PERSON SPECIFICATION | |
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| Qualifications/Training | |
| ▪ University graduate | Essential |
| Experience / Knowledge | |
| ▪ Demonstrable experience in an administration/executive assistant/PA role in an environment requiring tact, judgment and discretion in handling internal and external contacts | Essential |
| ▪ Experience of successfully working with senior management | Essential |
| ▪ Experience of creating a customer focused culture | Essential |
| Skills | |
| ▪ Excellent communications skills in written and spoken English | Essential |
| ▪ Excellent communications skills in written and spoken Bahasa | Essential |
| ▪ Outstanding interpersonal skills and demeanour | Essential |
| ▪ Ability to multitask and prioritise daily workload | Essential |
| ▪ ICT Skills | Essential |
| ▪ Capability to work across diverse cultures | Essential |
| Personal Attributes | |
| ▪ Team player | Essential |
| ▪ Organised | Essential |
| ▪ Excellent interpersonal skills | Essential |
| ▪ High levels of personal integrity | Essential |
| ▪ Excellent organisational and time-management skills | Essential |
| ▪ Attention to detail | Essential |
| ▪ Ability to work under pressure and remain calm | Essential |
| ▪ Willingness to take on multiple tasks | Essential |
| ▪ Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| ▪ Self-motivated and enthusiastic | Essential |
| ▪ Ability to work independently | Essential |
| ▪ Continually strive for improvement | Essential |
| ▪ Adaptability | Essential |
| ▪ Sense of Humour | Essential |

To apply for the post, please submit your curriculum vitae and covering letter, outlining your suitability and experience for the post, to the HR Manager at NIS: Ibu Magda Aruan | magda.aruan@nis.or.id | 021 782 3930